

VACANCY ANNOUNCEMENT 2016-10

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: September 16, 2016

POSITION TITLE: Case Manager (Full-Time Permanent)

LOCATION: Greeneville, TN

SALARY: CL 23/1 to CL 23/25 (\$32,019 to \$40,033)
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System.

PROMOTION POTENTIAL: There is promotion potential to the CL 24 and CL 25 levels without competition (when determined qualified and depending upon budget).

CLOSING DATE: October 7, 2016

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Case Manager position with legal experience. Job duties include:

- Maintaining the official court record in civil and criminal cases through the use of the court's electronic filing system (CM/ECF).
- Answering inquiries from attorneys and the public concerning the status of cases, court procedures, and electronic case filing processes.
- Performing cashier duties as outlined in the Internal Controls Manual.
- Performing quality control on documents filed with the court.
- Providing support for judges and chambers staff.
- Providing back up courtroom deputy services.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school graduate, or the equivalent. Undergraduate degree is preferred.
- Two years of general experience consisting of progressively responsible clerical, office, or other work indicating the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. At least five years relevant legal experience is preferred.
- Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.
- Strong typing and proficient computer skills. Experience using CM/ECF is desired.
- Knowledge of legal terminology and processes is preferred.

GENERAL QUALIFICATIONS:

Candidates should expect a fast-paced working environment which requires strong organizational skills and the ability to remain calm and take decisive action during high pressure situations. The incumbent must be detail oriented. The position requires an ability to communicate information accurately and in a timely manner to the public, attorneys, judges, and chambers staff. The incumbent must maintain a professional demeanor and exercise mature judgment and be a dependable, flexible, team participant.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a one year probationary period.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to jobs@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court’s website at <http://www.tned.uscourts.gov/docs/ao78.pdf>)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE**